

Montana District Board Policy

Montana District Board Policies are meant to represent the consensus of opinion and general feeling of the Montana District Board of Trustees. These policies are final concerning the aspects of the Montana District of Key Club International that they cover.

1. District Board

- 1.1 For each quarter in office, members of the District Board must maintain a C average or better. Quarterly grade reports may be requested by the District Administrator at any time.
- 1.2 Members of the District Board shall be bound to abide by the conditions of the service agreement or position descriptions which apply to them. Any member not following the terms of the specific service agreement shall be subject to an evaluation of his/her position.
- 1.3 The highest standards of conduct must be maintained by the District Board at all times. In the event that misconduct of a Board Member is brought to light, that person shall be subject to an evaluation of his/her position.
- 1.4 Physical relationships between District Board members and Key Clubbers shall not be allowed at any official Montana District Key Club functions.
- 1.5 Every Board Member shall be required to attend every official function of that board in its entirety. Exceptions will be considered by the Governor and Administrator.
- 1.6 The District Board shall at the Board Meeting immediately prior to the District Convention adopt an Official Report of the Montana District Board for the year which shall catalogue the activities of the Board and shall summarize the specific recommendations to the incoming District Board.
- 1.7 Each Montana District Board Member prior to the District Convention shall create an End-of-the-Year Report to catalogue the year's progress and to put in writing any specific recommendations for the proceeding year. One copy shall be distributed to the officer's successor and one copy shall be given to the Governor.
- 1.8 No District Board Member may concurrently hold a District Board position and a Club Board position. Exceptions will be up to the Administrator's discretion.

2. District Committees

- 2.1 The standing committees of the Montana District shall be the Executive Committee, the International Committee, the Club and Member Development Committee, the Public/K-Relations Committee, the Convention Committee, Convention Host, and the District Project/Major Emphasis Program Committee
- 2.2 The Executive Committee shall be empowered to serve as the laws and regulations body for the District. As well, it shall propose any necessary changes to the By-Laws, shall update club and district officer service agreements, as needed, shall keep these Board Policies up-to-date, and shall perform any other tasks assigned to it by the Governor. It shall be composed of the Governor, Secretary, and three Lt. Governors.
- 2.3 The International Committee shall have general charge of organizing and executing the International Convention Tour. It shall take an active interest in Key Club International and shall prepare any proposals, as necessary, to this level of Key Club. It shall also be responsible for any other tasks assigned to it by the Governor.
- 2.4 The Club and Member Development Committee shall take the initiative in locating weak Key Clubs and organizing, in consultation with the affected Lt. Governors, methods to reactivate weak Key Clubs. Membership development and encouraging quality over quantity shall be a top priority. Additionally, the Committee shall assist Lt. Governors in searching out prospects for new clubs and shall take any steps

necessary to assist the Lt. Governors in the chartering process. It shall also handle all other duties assigned to it by the Governor.

- 2.5 The Public/K-Relations Committee shall provide the District with publicity relating to its sponsored activities, its District Project, and any other necessary areas. The Committee shall also work towards improving and furthering the K-Family spirit in Montana. It shall be responsible for any other duties assigned to it by the Governor.
- 2.6 The Convention Committee shall have general charge of all matters delegated to it pertaining to Convention, including awards, elections, scripting, the selling of advertisements, and any other delegated items. This committee will work under the direct supervision of the Governor and shall work with the Convention Host Committee in many aspects of the convention planning.
- 2.7 The Convention Host Committee shall not be a board committee, but shall consist of the local host clubs. The Key Club chair and the Kiwanis chair shall be appointed by the Governor. This committee will take charge of any local tasks, including meeting and negotiating with the Convention Hotel, planning the social activities, locating and securing Convention Speakers (with the approval of the Board of Trustees), finding workshop presenters (with the approval of the Board of Trustees), and any other items that shall be delegated to it by the Governor.
- 2.8 The District Project/Major Emphasis Program Committee shall take general of working with and promoting the District Project(s), Governor's Project (if applicable), and the International Theme and Major Emphasis Program. It shall also be responsible for coordinating district service days and shall perform any other tasks requested of it by the Governor
- 2.9 Committee meetings shall be scheduled into each official meeting of the Board of Trustees.
- 2.10 The Committee chairperson, or designate, shall keep accurate minutes of the committee meetings and shall, within two weeks of the meeting, distribute copies of those minutes to all committee members and the Governor. The chairperson shall also keep accurate notes on all committee activities and shall submit such reports to each meeting of the District Board.
- 2.11 The chairpersons and members of these standing committees and any special committees deemed necessary shall be appointed by the Governor.

3. Sponsored Activities

- 3.1 The sponsored activities of this District shall be the International Convention Tour, Youth Conference, District Convention, and Key Leader.
- 3.2 The International Convention Tour shall be the responsibility of the International Committee, in consultation with an adult supervisor, to plan and execute. All District Board members are strongly urged, although not required, to attend this function.
- 3.3 Repealed
- 3.4 Repealed
- 3.5 The Youth Conference shall be designed to educate the general Key Club member. Forums shall be designed to provide new and inexperienced Key Clubbers with a chance to become familiar with the Key Club organization. A service project shall be held during the course of the Youth Conference to emphasize the importance of community service. Other forums and workshops relating to the overall Key Club experience shall be presented. This shall be a required attendance event for all members of the District Board. Each Key Clubber in attendance must sign a Code of Conduct.

- 3.6 The District Convention shall be held each year to facilitate the election of a new District Board, to provide educational and inspirational forums, and to recognize outstanding club and individual achievements. All persons registered for and attending the District Convention shall stay in the convention hotel during the official convention dates. This shall be a required attendance event for all members of the District Board. Each Key Clubber in attendance must sign a Code of Conduct.
- 3.7 The Code of Conduct that shall be used at all Montana District functions shall be published and enforced at all functions. The Code of Conduct shall be:

While it seems unnecessary to mention the code of conduct expected of each person at the district convention, it is probably good to cite the specific rules adopted by the District Board, so there will be no chance of a misunderstanding. Infractions will be reported to the District Administrator and District Board, and appropriate actions, including dismissal from the convention, if necessary. In such a case, letters will be sent to the individual's parents, high school principal, and president of the sponsoring Kiwanis club.

1 All Key Clubbers are required to observe the following dress code for all conventions. The appropriate dress code will be noted in the Convention Program. Convention attendees not in appropriate dress code will be required to change before they are allowed into the session by the Sergeant-at-Arms Committee.

Dress Code A: **Business Attire.** For men, a button down shirt with a collar, a tie, and dress slacks are required. Sport coats, sweaters, and vests are strongly encouraged, but not required. For women, dresses, skirts, skorts, and dress slacks/suits are appropriate. For both men and women, t-shirts, turtle necks, letter jackets, and other slovenly dress are inappropriate. Additionally, no hats of any nature, jeans (including colored jeans), or any clothing which may cause distractions during the convention are permitted.

Dress Code B: **Casual Attire.** For both men and women, casual clothing is appropriate. Nice jeans, t-shirts, and other appropriate casual dress attire are permitted. However, any clothing which may cause distractions during the convention are prohibited.

Dress Code C: **Caucus Attire.** Costumes or theme outfits appropriate to the caucus may be worn in good taste. If no themed attire is available, Dress Code A must be observed. So, please dress creatively, but appropriately!

Adult Dress Code: Adults attending the event as advisors and/or chaperones are expected to observe the stated dress code for each session. If an adult ops out of Dress Code C, Dress Code A must be observed. Any adult not following proper dress code guidelines will be required to change before being allowed into the session by the Sergeant-at-Arms Committee.

No alcoholic beverages or drugs of any nature (except for prescribed medications) will be permitted in the possession of any person attending the convention.

A curfew of midnight will be observed and enforced. Key Clubbers are expected to be in their own rooms and remain there after curfew.

No changing of room assignments will be permitted.

Unnecessary noises at any hour are prohibited.

All Key Clubbers are expected and required to attend the convention in its entirety, including all workshops, general sessions, and caucus sessions.

No person may leave the conventions site without the prior written permission of a parent and the consent of the District Administrator.

When male Key Clubbers are in a female Key Clubber's room, the lights must remain on, the door(s) must be left open (all the way), and proper conduct must be maintained. The same is true when a female Key Clubber is in a male Key Clubber's room.

Smoking and gambling are prohibited at all times.

No phone calls will be permitted after 1:00 am. Other hotel guests are staying at the convention center, so please do not engage in "phone tag" or other phone games.

Name badges must be worn in a visible place at all times. Convention attendees without their name badges will not be allowed into convention sessions.

Any action unbecoming of a Key Clubber is prohibited.

The Leland Key of Honor. Only one award may be given each year and it does not have to be given at all. This award is to be given by the District Board to an adult who has shown exceptional dedication to youth. This adult must have shown a minimum of five year's service to youth. The award is to be judged by a panel of judges consisting of three Key Club Board Members and two Kiwanians and the District Administrator. A club may nominate an adult who meets the criteria, but the award has been designed to be given by the Board.

3.8 Other activities that may be sponsored by the District shall be considered for approval by the District Board.

4. Candidates for District Office

4.1 To run for a district office, candidates must hold a C average or better and be a member in good standing in their home clubs.

4.2 No campaigning for District office shall be allowed outside of the candidate's home club before the Montana District Convention. This shall include, but is not limited to, being introduced as a candidate for office while at an inter-club, a divisional social, or a district event.

4.3 Prior to campaigning at the District Convention, all candidates must have submitted to the elections chairman a completed Statement of Candidacy, the service agreement for the office for which they are campaigning, and a Biographical Sketch.

1. Candidates must declare their candidacy by returning the necessary forms to the District Administrator by the designated date. Any person not doing so will not be considered an official candidate. Official candidates may caucus, address the delegates during the House of Delegates, and be included in the Candidate information given to each delegate.

2. Persons not returning the necessary forms by the designated date may run as a write-in candidate. Write-in candidates may not distribute *any* campaign literature during either caucuses or the House of Delegates. Write-in candidates who have announced their candidacy during the Opening Session, Introduction of Candidates, will have their name placed on the ballots for the House of Delegates.

1 Write-in candidates who have announced their candidacy during the Opening Session, Introduction of Candidates, will not be allowed to address the delegates during caucuses.

2. Write-in candidates who have announced their candidacy during the Opening Session, Introduction of Candidates, will be allowed to address the House of Delegates.

3. Write-in candidates will not have their candidate information included in the Candidate Information provided to the delegates.

4.4 The only printed literature concerning candidates for district office that will be allowed at the District Convention shall be the Biographical Sketch book (that each delegate and delegate-at-large shall receive) and three copies of a candidate- designed informational flier. These fliers shall feature the candidate's picture and shall be printed on one side of an 8.5" x 11" piece of white paper. These fliers will be posted

in some general location so that all Convention attendees may view them.

4.5 All candidates shall attend a Candidate's Clinic on the opening day of Convention so that they may be fully informed on what is to occur with the elections procedure. Exceptions shall be considered by the elections chairman.

4.6 At no time shall a District Board member endorse or in any way publicly support a candidate for District office.

4.7 Any candidate guilty of forgery, fabrication, lying, or anything less than total honesty concerning his/her campaign will risk disqualification.

4.8 The following caucus procedure shall be published and enforced at the District Convention:

1 Each candidate for District Office will be given five minutes in each caucus (two minutes for the presentation of platform, two minutes for serious questions, and one minute for crazy questions) and five minutes passing time between each caucus. In order to allow candidates to remain on schedule, each caucus leader (a Lt. Governor or appointee) shall be responsible or adhering to the assigned schedule.

2 Physical contact, hazing, questions pertaining to race, religion, or sex, or any other questions which are degrading or are unbecoming of a Key Clubber are prohibited.

3 All Key Clubbers and advisors attending the convention must be present at the divisional caucuses. Attendance will be taken at each session and the names of those not attending will be submitted to the District Board for appropriate action.

4 No caucus may make a binding obligation on a candidate that is to be enforced outside the caucus.

5 Any person found to be violating these rules of procedure shall be removed from the caucus and shall become the ward of the Sergeant-at-Arms Committee until appropriate action can be taken by the District Board.

5. House of delegates Procedure

1. All candidates for district office who are either official candidates or who have announced their candidacy during the Introduction of Candidates will be allowed to address the House of Delegates.
2. Each candidate will be allowed 2 minutes to present their platform to the House of Delegates.
3. Each candidate will be allowed 1 minute to answer questions from the delegates, plus sufficient time to complete their current sentence.
4. Delegates are allowed to ask candidates only questions related to the candidate's platform
5. If a candidate is also a delegate to the House of Delegates, that candidate must leave the House while a competing candidate is addressing the House. That candidate will be allowed to re-enter the House when the competing candidate is finished.

6. Lieutenant Governor position not filled during District Convention.

In the event that there is no candidate for any Lieutenant Governorship elected during the District Convention, a majority of the Executive Committee of the Key Club Board of Directors may appoint a member of the Montana District to perform the duties of that office until a suitable candidate from within the that Division is appointed in accordance with District bylaws. This person will be called the Interim Lieutenant Governor.

1. The person appointed to this position will serve only until an eligible Lieutenant Governor for that division is appointed in accordance with District bylaws.
2. The Executive Committee will actively seek for an eligible candidate to fill the vacant office.
3. The Interim Lieutenant Governor is expected to attend the District Officer training, all board meeting, and serve on District committee during their tenure.
4. The Interim Lieutenant Governor will not have a vote on the Key Club District Board of Directors.

7 Changes to Policy

- 5.1 The Board Policy shall remain fixed from year to year unless specifically altered by the Montana District Board of Trustees.
- 5.2 Montana District Board Policy shall be approved by a two-thirds majority vote of the Board of Trustees.
- 5.3 Any amendments to this Board Policy, before a final vote can be called, must be reviewed for a period of thirty days. Copies of the amendments shall be sent to the Kiwanis District Governor and all presidents. Amendments to the Board policy may only be considered at Official District Board Meetings.
- 5.4 These policies may not conflict with the International Constitution, By-Laws, Board Policy, or the Montana District By-Laws.

6. Communications

- 6.1 All email addresses shall be appropriate. The District Board has the right to refuse any email addresses. The Governor and Administrator shall determine the appropriateness of email addresses.